



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20543

RQ-3

April 18, 1996

Jeffrey B. Trammell, Treasurer
Hill & Knowlton Incorporated
Political Action Committee (HILLPAC)
901 31st Street N.W.
Washington, DC 20007

Identification Number: C00183087

Reference: Year End Report (7/1/95-12/31/95)

Dear Mr. Trammell:

This letter is to inform you that as of April 17, 1996, the Commission has not received your response to our request for additional information, dated March 27, 1996. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact J.P. Andre' on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in cursive script, reading "John D. Gibson", is positioned above the typed name.

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

Jeffrey B. Trammell, Treasurer
Hill & Knowlton Incorporated
Political Action Committee (HILLPAC)
901 31st Street N.W.
Washington, DC 20007

MAR 27 1996

Identification Number: C00183087

Reference: Year End Report (7/1/95-12/31/95)

Dear Mr. Trammell:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your calculations for Line 8, Columns A and B appear to be incorrect. FEC calculations disclose this amount(s) to be \$6,684.78 and \$7,472.78 respectively. Please provide the corrected total(s) on the Summary Page.

-Your calculations for Line 8 appear to be incorrect. Cash-on-hand at the close of the current reporting period should always equal the closing calendar year-to-date cash-on-hand amount. Please provide the corrected total on the Summary Page.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$10,729.84 in itemized contributions from individuals. The sum of the entries itemized on Schedule A, however, indicates the total to be \$10,454.44. Please amend your report to clarify the discrepancy.

-Line 23 of the Detailed Summary Page of your report discloses a total of \$10,500 in contributions to federal candidates/committees. The sum of the entries itemized on Schedule B, however, indicates the total to be \$10,000. Please amend your report to clarify the discrepancy.

-For your information, all contributions received that aggregate \$200 or less per individual for the calendar year should be reported on Line 11(a)(ii).

Celebrating the Commission's 20th Anniversary

YESTERDAY, TODAY AND TOMORROW
DEDICATED TO KEEPING THE PUBLIC INFORMED

Contributions received aggregating over \$200 per individual for the calendar year should be reported on Line 11(a)(i) and itemized on Schedule A.

-For your information each line category on the Detailed Summary Page requiring itemization should be supported by its own separate Schedule A's or Schedule B's as appropriate.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



J. P. Andre
Reports Analyst
Reports Analysis Division

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